

## Training Documentation Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Conducting Training: \_\_\_\_\_



### Basic Tips for Using Electrically Powered Tools

The use of different power tools is common throughout manufacturing industries. They can potentially expose the user to an accident such as: electrical shock, falls, cuts, and burns. These potential accidents can be avoided through proper care, maintenance, and use of the tool and work area.

Here are some things to keep in mind when working with electrically powered tools:

- Make sure tool casing is not broken or wiring is exposed.
- Make sure tool has grounding pin or is double insulated.
- Make sure cords are not spliced or damaged (torn, pinched, frayed, wiring exposed, etc.)
- Make sure tool works properly and safety features have not been tampered with or modified.
- Use appropriate PPE when using tools such as any necessary and adequate eye, face, foot, hand, or hearing protection.
- Never carry a tool by the cord.
- Never yank the cord to disconnect it from the outlet.
- Keep cords away from heat, oil, and sharp surfaces.
- Disconnect tools when not in use, before servicing, and when changing accessories.
- Avoid accidental startup by keeping fingers away from start button when carrying an energized tool.
- Do not use electric tools in damp or wet locations unless approved for that purpose.
- Make sure that electric tool cords do not present a tripping hazard.
- Keep areas well lighted when working with electric tools.
- Store electric tools in a dry place when they are not in use.
- Remove all damaged portable power tools from use and tag them "Do Not Use".

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